DEPARTMENT OF TRANSPORTATION
Traffic Congestion Relief Program
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SACRAMENTO, CA 94273-0001
PHONE (916) 653-2052
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September 11, 2002

TO: ALL PROJECT LEAD APPLICANTS FOR THE TRAFFIC CONGESTION RELIEF PROGRAM

The California Transportation Commission's (Commission) Traffic Congestion Relief Program (TCRP) guidelines (Section 8.2) state that the lead applicant agencies will submit progress reports for each TCRP project, twice a year by April 1 and October 1. **The next report is due on October 1, 2002.** Lead agencies are expected to verify/update all information **(including schedules, percent complete, expenditures, planned allocations, and noting all changes from the most recently approved application)** necessary to meet the reporting requirements outlined in the legislation and the guidelines.

The TCRP statutes state in Section 14556.30 (a) that ***"After receiving an allocation, the lead applicant shall make diligent and timely progress toward completing the work as described in the submitted application. If timely progress is not achieved, the commission may review the status of the project. If the commission finds the lead applicant agency is not pursuing project work diligently, including use of funds under the agency's control committed to the project, the commission may reallocate those funds to another project or projects listed in Article 5 (commencing with Section 14556.40)."***

It is imperative that each applicant agency promptly and thoroughly as possible provide the information requested in regards to progress on your projects. This information will become the basis for the California Department of Transportation's (Department) bi-annual report to the Commission and the Commission's Annual Report to the Legislature regarding the TCR Program. These reports provide program and project status as well as recommendations regarding various aspects of the program.

To assist you in meeting your obligation on reporting your project's progress, a web based "pre-populated" progress report form showing the most recent information on file for each agency's respective project(s) has been developed.

Attachment A of this letter is a web-site access sheet showing all the TCRP projects listing you as the Lead Applicant Agency contact person along with two passwords for each project. One password is for the Write-access web site that allows you to enter the requested information. The other password is for the Read-only web site designed to allow others, such as implementing agency staff and your assigned Department project coordinator, to view your project progress information. This site will be updated after the close of business each day to reflect any changes made in the Write-access web site.

These passwords and web-site location information are being provided to you for your dissemination, at your discretion, to any interested agencies/groups/etc. to allow them to view the project information. You may also elect to send the Write passwords along to your implementing agencies if you wish them to enter the data directly. In either case, the choice is yours and you are solely responsible for the dissemination of web site access information, with one exception. Your Department project coordinator will also have access to the Read only site so that they are kept informed and can assist you with providing the progress information, during this reporting time.

The Write web-site passwords will be active until **5:00 PM on October 1, 2002**. After that time, the passwords will no longer allow access. Please complete your report by that time. If you need to change any information after October 1, 2002, you must contact Ross Chittenden at 916-651-8649. The Read only web site will continue to allow you to view your data after that time.

Attachment B is a hardcopy signature form that you are required to sign and submit to the Department on or before October 1, 2002. This form lists all the projects that you are responsible for, and by signing you are certifying that you have entered the requested project progress information into the web-based form for those projects listed. Additionally, some check boxes are provided for you to indicate that some type of action(s) maybe required as a result of the information you entered. Please do not submit a hardcopy of the entire progress report. Only the signature form is required and desired.

Attachment C provides specific instructions for filling out each section of the progress report form as well as information for navigating the form. Please review them carefully. If you have any questions regarding the use of the form, web site access, or navigation, please contact Mr. Dae Yoo in the TCRP Program Support Unit at 916-651-8647.

Allocation Requests

The Commission at its August 2001 meeting delegated authority to the Department to make allocations from the State Transportation Improvement Program (STIP) for TCRP projects that have programmed STIP funding. The Commission action also modified the procedures by which the Department performs existing delegated TCRP fund allocations. Specifically, twice each year, the Department will submit to the Commission a list of projects that expect to receive an allocation (TCRP, STIP or both) within the six-month period beginning January 1, and again on July 1 of each year. This list will then become the controlling authority for the Department to perform delegated allocations. If an allocation is requested for a project that is NOT on the list, it will have to be taken to the next appropriate Commission meeting for approval.

The Department will use information you provide in the progress reports for developing the list of projects to receive delegated allocations for the period of January 1, 2003 to June 30, 2003. The allocation information requested in the progress report form is very important, and you should consider carefully your allocation request date.

Amendment Requests

Please be aware that submittal of the progress reports do not automatically constitute approval of any changes. The Commission at its July 2001 meeting approved the Minor/Major Change Amendment Policy (CTC Resolution G-01-23). Department and Commission Program Managers were jointly delegated authority to approve minor changes as specified in the approving resolution. In an effort to further streamline procedures, the progress report can initiate the minor change approval request. You may indicate in Section E, and/or Section F of the Progress Report form that you are requesting approval of a minor change. Your changes will be reviewed in conjunction with this new authority, and you will be notified if and when your changes are approved. If the determination is made that the changes would constitute a major change, you will be contacted and asked to submit a major change request.

It is critical that all sections of the progress report are completed. Additionally, as previously stated in this letter, TCRP guidelines (Section 8.2) state that failure to file a report could be considered as "no-progress" and reported as such to the Commission.

If you have questions or need further assistance, please contact Mr. Ross Chittenden at 916-651-8649 in regards to the project implementation, or Dae Yoo at 916-651-8647 in regards to technical support for completing the web-based progress report form.

Sincerely,

original signed by

DEBORAH A. MAH
Program Manager
Traffic Congestion Relief Program
California Department of Transportation

original signed by

ROBERT CHUNG
Deputy Director
Traffic Congestion Relief and Transit
California Transportation Commission

Attachments

Attachment A

WEB site access information for:

Contact Name -*Applicant Agency*

Write Site: http://tcrppr.dot.ca.gov/login.php
Read Only Site: http://tcrppr.dot.ca.gov/read/login.php

Project Number	***Write***	***Read***
999	xxxxxx	yyyyyy

NOTE: This is a sample of an Attachment A that went to the lead agency contacts. The data provided was specific to their TCRP project(s).

Attachment B

Signature Sheet for:

Contact Name - *Lead Agency Name*

		Amended		Allocation
Project Number	***Verified Input Date***	***Schedule***	***Funding***	***Needed***
998				

Note: this is a sample of the Attachment B that went to the lead agency contact. The data provided was specific to their TCRP project(s).

Signed:

Contact Name

(or designee)

Verified Input Date: Enter date that you verified the web-based form information as correct
Amended Schedule: Put an "X" in the box if a schedule change is indicated in the progress report
Amended Funding: Put an "X" in the box if a funding change is indicated in the progress report
Allocation Needed: Put an "X" in the box if an allocation is needed within 6 months

ATTACHMENT C
TCRP – Progress Report Form 9.4.1
Instructions

General:

- Each progress report form contains the most recently available information on file for the project based on previous approved applications and/or information provided in the April 2002 Progress Report.

- Unless otherwise stated, each progress report contains 6 pages (Contact Information, Schedule, Funding, Allocation, Expenditure, and Issues).

- An individual progress report form needs to be filled out for each TCRP project. Please note that some projects have been divided into sub-projects. Each sub-project is designated by the original Bill Reference Number and a numeric extension. (Example: TCRP Project No. 16 has been divided into 2 subprojects, 16.1 and 16.2).

- Lead Agencies are responsible to complete and return the progress report. It is expected that Lead Agencies will coordinate with the Implementing Agency and the Caltrans Project Coordinator in completing this form.

- All sections should be filled out as completely as possible.

- It is recommended that you use the Microsoft Explorer browser to navigate the web site. Some functions within the web form may not work (such as printing using Netscape) or may not be visible with other browsers. Please contact Dae Yoo at 916-651-8647 if you experience difficulties or must use a browser other than Explorer.

- At the login screen, please enter the project number and password provided in Attachment A of the Progress Report letter. Each project will need to be accessed individually.

- Each section of the progress report is available via the navigational buttons on the left hand side of the web page. "Save & Back" and "Save & Next" buttons at the bottom of each section also allow access to different sections of the progress report. If you just want to browse the pre-populated information, use the navigation buttons on the left hand side to move between progress report sections.

- Changes or edits to previously reported information (the pre-populated data) are made by replacing (over-writing) the data shown in each cell. Once you save, it becomes the new data and the previous data is no longer available. If you want to save the pre-populated data for reference before making changes, you should print a copy of the form. If you make an error in entering the data, hit the refresh button prior to saving to start over.

- Please enter dates in yyyy/mm/dd and dollar amounts in ($x1000) format.

- Some fields may be blank or contain incomplete data even though you had submitted the information in the last progress report (April 1, 2002). We apologize in advance if this occurs, and ask that you re-enter (or update) the data and fill in ALL applicable fields for your project progress. All the information gathered using the web form will be stored in a database and will become the basis for the next progress report cycle.

- In our efforts to continuously improve our processes and to better assist you in the future, please provide us with feedback (using the button at the top of the screen of the web form) upon completion of your progress report on how we might improve this web form. Thank you.

- The hardcopy Signature sheet (Attachment B of the Progress Report letter) MUST be returned in order to complete the process. Signature sheets should be sent to:

  Ross Chittenden, Office Chief
  Office of Project Implementation & Delivery
  Traffic Congestion Relief Program
  California Department of Transportation
  1120 N Street, MS 49
  Sacramento, CA 95814

Progress Report Section Instructions:

Contact Information (sections A through C):

- Review and update the information shown on the Contact Information sheet. Update any information that is incorrect. This information is needed in order to verify and update our contact list(s) to ensure that the appropriate people receive timely program information.

Schedule (section D):

- For all phases of work, review the information shown on the Schedule sheet. Replace (overwrite) the information in the boxes with new information if necessary.
- Additional phases maybe added using the blank form portion towards the bottom of the sheet. If you wish to delete a phase, enter $0 or spaces into all boxes of the phase to be deleted.
- If you are reporting schedule changes in approved phases, please remember to check one of the three statements at the bottom of the sheet. If the first statement is checked, please attach additional information or use the "Other/Justification for Minor Change Request" in Section H to enter additional information. Information MUST include the reason, justification, and any pertinent backup material to assist us when considering your request.

- Minor Amendment schedule changes for approved phases include:
  - Schedule changes within the same fiscal year (FY) as identified in the approved project application, which do not impact the final project delivery or program year for future allocations;
  - FY changes in project milestone delivery that do not impact or change later allocation dates or ultimate project completion.

Funding (section E):

- For all phases of work, review the information shown on the Funding sheet. Replace (overwrite) the information in the boxes with new information if necessary.
- The "Totals" included on this sheet are calculated based on the information provided in the individual funding sections. Please ensure that the totals match what you expect them to. If not, please adjust the individual amounts to achieve the correct total.
- Additional funding sources maybe added using the blank form portion towards the bottom of the sheet. If you wish to delete a funding source, enter $0 into all boxes of the funding source to be deleted.
- If you are reporting funding information changes for approved phases or previously committed funding, please remember to check one of the two statements at the bottom of the sheet. If the first statement is checked, please attach additional information or use the "Other/Justification for Minor Change Request" in Section H to enter additional information. Information MUST include the reason, justification, and any pertinent backup material to assist us when considering your request.
- Minor Amendments for committed costs are limited to shifts between phase 1 and phase 2 with no net increase in funding, or net increases in any phase not to exceed $1 million or 20% of approved amount.

Allocation (section F):

- For all phases of work, review the information shown on the Allocation sheet. Replace (overwrite) the information in the boxes with new information if necessary.
- Do not overwrite the information in the first section "Current Allocated TCRP Amount". This information comes from the Department and should reflect the current allocations made to date for the phase(s) of the project. If you believe this number to be in error, please contact Christine Azevedo at 916-654-4589.
- In the "Future TCRP Application Approval" row, indicate the date that you intend to submit an application for any unapproved phase(s) of work. Also, include the TCRP dollar amount that you will be requesting approval for.
- In the "Future TCRP Allocation Approval" and "Future STIP Allocation Fund Request" rows, indicate all anticipated allocation request date(s) and dollar amount(s). It is critical that you specifically include any anticipated allocations for the period of January 1, 2003 to July 1, 2003, in order to ensure that they are included in the authorized delegated allocation list.

Expenditure (section G):

- List expenditures to date, by phase, for TCRP funds and all other funds through September 30, 2002. Include all expenses actually invoiced and an estimate of expenses that have/will occur between your last invoice and September 30, 2002.
- Do not overwrite the information provided in the first section "TCRP Funds Paid". This information comes from the Department's accounting system and is provided to show you what we have recorded as being paid to your project. If you believe the paid amount is in error, please contact Christine Azevedo at 916-654-4589.
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Issues (section H):

- Identify any issues impacting implementation of the project, including financial constraints, commitments, environmental approvals, and/or regional plan consistency. Also, indicate the status of meeting CTC approval conditions.